



Departmental Quarterly Performance Report

**Reporting Period:
FY 03-04
Quarter 2**

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Departmental Quarterly Performance Report

Department Name: Vizcaya Museum & Gardens

Reporting Period: January 1, 2004 – March 31, 2004

MAJOR PERFORMANCE INITIATIVES

Describe Key Initiatives and Status

Check all that apply

County Mgr. Priority (Circle One): <i>People</i> Service <i>Technology</i> <i>Fiscal Responsibility</i> Began water main construction for enhanced fire safety protection; monitoring of safety and maintenance of site during construction. Progress update: Project 60% complete.	<input type="checkbox"/> <i>Strategic Plan</i> <input checked="" type="checkbox"/> <i>Business Plan</i> <input checked="" type="checkbox"/> <i>Budgeted Priorities</i> <input type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ (Describe)
County Mgr. Priority (Circle One): <i>People</i> Service <i>Technology</i> Fiscal Responsibility Reviewed and published Interim Phase 1 report of master plan for entire Vizcaya estate with Lord Cultural Resources and Richard J. Heisenbottle Architects	<input checked="" type="checkbox"/> <i>Strategic Plan</i> <input checked="" type="checkbox"/> <i>Business Plan</i> <input type="checkbox"/> <i>Budgeted Priorities</i> <input checked="" type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ (Describe)
County Mgr. Priority (Circle One): <i>People</i> Service <i>Technology</i> <i>Fiscal Responsibility</i> Advancing restoration needs by presenting list of priority projects for funding to The Vizcayans. Begun the process of interviewing prospective restoration professionals.	<input checked="" type="checkbox"/> <i>Strategic Plan</i> <input checked="" type="checkbox"/> <i>Business Plan</i> <input type="checkbox"/> <i>Budgeted Priorities</i> <input checked="" type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ (Describe)
County Mgr. Priority (Circle One): People Service <i>Technology</i> <i>Fiscal Responsibility</i> Began evaluation of wayside and property signage	<input checked="" type="checkbox"/> <i>Strategic Plan</i> <input checked="" type="checkbox"/> <i>Business Plan</i> <input type="checkbox"/> <i>Budgeted Priorities</i> <input checked="" type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ (Describe)
County Mgr. Priority (Circle One): <i>People</i> Service <i>Technology</i> <i>Fiscal Responsibility</i> Created facilities maintenance plan for property improvement.	<input type="checkbox"/> <i>Strategic Plan</i> <input checked="" type="checkbox"/> <i>Business Plan</i> <input type="checkbox"/> <i>Budgeted Priorities</i> <input checked="" type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ (Describe)

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<p>County Mgr. Priority (Circle One): <i>People</i> Service <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>Began the re-training of Security personnel on safety and security procedures.</p>	<p><u> </u> Strategic Plan</p> <p><input checked="" type="checkbox"/> Business Plan</p> <p><u> </u> Budgeted Priorities</p> <p><input checked="" type="checkbox"/> Customer Service</p> <p><input checked="" type="checkbox"/> Workforce Dev.</p> <p><u> </u> ECC Project</p> <p><u> </u> Audit Response</p> <p><u> </u> Other _____</p> <p>(Describe)</p>
<p>County Mgr. Priority (Circle One): <i>People</i> Service <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>Began the assessment of options for improving Service Area to include diminished public exposure to service spaces.</p>	<p><u> </u> Strategic Plan</p> <p><input checked="" type="checkbox"/> Business Plan</p> <p><u> </u> Budgeted Priorities</p> <p><input checked="" type="checkbox"/> Customer Service</p> <p><u> </u> Workforce Dev.</p> <p><u> </u> ECC Project</p> <p><u> </u> Audit Response</p> <p><u> </u> Other _____</p> <p>(Describe)</p>
<p>County Mgr. Priority (Circle One): <i>People</i> Service <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>Met with GSA to discuss possible solutions for staff relocation; in support of opening historic servant quarters.</p>	<p><input checked="" type="checkbox"/> Strategic Plan</p> <p><input checked="" type="checkbox"/> Business Plan</p> <p><input checked="" type="checkbox"/> Budgeted Priorities</p> <p><input checked="" type="checkbox"/> Customer Service</p> <p><u> </u> Workforce Dev.</p> <p><u> </u> ECC Project</p> <p><u> </u> Audit Response</p> <p><u> </u> Other _____</p> <p>(Describe)</p>
<p>County Mgr. Priority (Circle One): <i>People</i> Service <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>Ongoing ADA training for new staff members; revision of ADA material for the public has commenced.</p>	<p><u> </u> Strategic Plan</p> <p><input checked="" type="checkbox"/> Business Plan</p> <p><u> </u> Budgeted Priorities</p> <p><input checked="" type="checkbox"/> Customer Service</p> <p><input checked="" type="checkbox"/> Workforce Dev.</p> <p><u> </u> ECC Project</p> <p><u> </u> Audit Response</p> <p><u> </u> Other _____</p> <p>(Describe)</p>
<p>County Mgr. Priority (Circle One): <i>People</i> Service <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>Executive Director began process of reviewing Vizcaya Volunteer Guide program by participating in training during months January-March.</p>	<p><input checked="" type="checkbox"/> Strategic Plan</p> <p><input checked="" type="checkbox"/> Business Plan</p> <p><u> </u> Budgeted Priorities</p> <p><input checked="" type="checkbox"/> Customer Service</p> <p><u> </u> Workforce Dev.</p> <p><u> </u> ECC Project</p> <p><u> </u> Audit Response</p> <p><u> </u> Other _____</p> <p>(Describe)</p>

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County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> Technology Fiscal Responsibility	<i>Strategic Plan</i>
County Mgr. Priority (Circle One): People Service Technology <i>Fiscal Responsibility</i>	<u>X</u> <i>Strategic Plan</i>
County Mgr. Priority (Circle One): People <i>Service</i> Technology Fiscal Responsibility	<u>X</u> <i>Strategic Plan</i>
County Mgr. Priority (Circle One): People <i>Service</i> Technology <i>Fiscal Responsibility</i>	<u>X</u> <i>Strategic Plan</i>
County Mgr. Priority (Circle One): People <i>Service</i> Technology <i>Fiscal Responsibility</i>	X <i>Strategic Plan</i>

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County Mgr. Priority (Circle One): <i>People</i> Service <i>Technology</i> <i>Fiscal Responsibility</i> Completed inspection of facilities east of South Miami Avenue to identify and eliminate public safety risks.	<input type="checkbox"/> <i>Strategic Plan</i> <input checked="" type="checkbox"/> <i>Business Plan</i> <input type="checkbox"/> <i>Budgeted Priorities</i> <input type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ (Describe)
County Mgr. Priority (Circle One): <i>People</i> Service <i>Technology</i> <i>Fiscal Responsibility</i> Began co-marketing support group events such as the Moonlight Garden tour and the Vizcayans Show House.	<input checked="" type="checkbox"/> <i>Strategic Plan</i> <input checked="" type="checkbox"/> <i>Business Plan</i> <input type="checkbox"/> <i>Budgeted Priorities</i> <input checked="" type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ (Describe)
County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <i>Fiscal Responsibility</i> 	<input type="checkbox"/> <i>Strategic Plan</i> <input type="checkbox"/> <i>Business Plan</i> <input type="checkbox"/> <i>Budgeted Priorities</i> <input type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ (Describe)
County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <i>Fiscal Responsibility</i> 	<input type="checkbox"/> <i>Strategic Plan</i> <input type="checkbox"/> <i>Business Plan</i> <input type="checkbox"/> <i>Budgeted Priorities</i> <input type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ (Describe)

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PERSONNEL SUMMARY

A. Filled/Vacancy Report

NUMBER OF FULL-TIME POSITIONS*	Filled as of September 30 of Prior Year	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
			Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
	33	39	34	5	33	6				

* Public Safety Departments should report the sworn versus non-sworn personnel separately and Departments with significant part-time, temporary or seasonal help should report these separately.

Notes:

B. Key Vacancies

Division Director for Curatorial Affairs
Collections & Archives Manager
Division Director for Learning
Division Director for Advancement

C. Turnover Issues

Presently we have no major turnover issues.

D. Skill/Hiring Issues

None

E. Part-time, Temporary and Seasonal Personnel

(Including the number of temporaries long-term with the Department)

We have 10 part-time positions and no seasonal or temporary positions.

F. Other Issues

None.

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FINANCIAL SUMMARY

(All Dollars in Thousands)

	PRIOR YEAR Actual	CURRENT FISCAL YEAR						
		Total Annual Budget	Quarter		Year-to-date			
			Budget	Actual	Budget	Actual	\$ Variance	% of Annual Budget
Revenues								
Carryover Reserve	3,288	1,986	497	497	994	994	-	
Photos	299	218	76	85	128	161	33	73%
Tent Rental	201	163	47	55	107	111	4	68%
Facility Rental	859	912	328	255	583	523	(60)	57%
Misc. Income	65	75	18	11	43	30	(13)	40%
Guide Books	25	28	7	9	16	17	1	60%
Admissions	1,320	1,700	646	415	966	715	(251)	42%
Interest	35	50	13	5	21	8	(13)	16%
Klein Foundation	42	50	13	19	13	19	6	38%
Grant Revenue	66	-	-	-	-	-	-	
Other Revenue	183	-	-	-	-	-	-	
Café/Gift Shop	78	80	21	18	34	25	(9)	31%
Total	6,461	5,262	1,666	1,369	2,905	2,603	(302)	
Expense*								
Salaries	1,340	1,796	588	627	1,071	1,000	(71)	55%
Fringe Benefits	384	480	111	152	240	263	23	54%
Operating Exp.	1,280	1,108	169	248	311	463	152	41%
Klein Foundation	36	49	11	10	12	18	6	36%
Capital	10	18	6	-	9	4	(5)	22%
Reserve		1,011	253	253	506	506	-	
Total	3,050	4,462	1,138	1,290	2,149	2,254	105	
Net Revenues - Expenses**							(407)	
SUBFUND 02								
Capital Revenues								
Carryover	863	957	239	239	479	479	-	
Transfer	130	800	200	200	400	400	-	
Total	993	1,757	439	439	879	879	-	

* Expenditures may be reported by activity as contained in your budget or may be reported by category (personnel, operating and capital).

** Amount represents revenue variance over expense variance.

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Equity in pooled cash (for proprietary funds only)

Fund/ Subfund	Prior Year	Projected at Year-end as of			
		Quarter 1	Quarter 2	Quarter 3	Quarter 4
Operating	855	733	736		
	852	841	543		
Capital					
Total	1,707	1,574	1,279	-	-

Comments:

(Explain variances, discuss significant in-kind services, and provide status of aged receivables at 30-60-90-+ days and those scheduled for write-off, if applicable)

Revenues:

Photos – Increase in commercial shoots and quince photography.

Facility Rental – Increase applicable to increase in rental rates.

Misc. Income – Decline in facility rental, which decreases catering and rental fees received.

Admissions – Decline in gate admissions due to drop in attendance as well as revenue from Renaissance Festival not occurring at Vizcaya this year.

Interest – Decrease in cash reserves as well as decline in market interest rate paid on reserves.

Café/Gift Shop – Shop was closed for two months after prior Lessee retired.

Expenses:

Salaries – Decrease due to several open positions.

Fringe Benefits – Vacant positions.

Operating Expenses – Several one time expenses paid – expected to within budget at the end of the year.

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STATEMENT OF PROJECTION AND OUTLOOK

The Department projects to be within authorized budgeted expenditures and projects that available revenues will exceed expenses except as noted below:

Notes and Issues:

(Summarize any concern or exception which will prohibit the Department from being within authorized budgeted expenditures and available revenues)

Tent Rental – A decline is anticipated based on a rental contract signed in early 03/04 in which the fee for the first day has increased significantly.

Facility Rental – An increase had been projected based on higher facility rental rates. However, the number of events has declined slightly, perhaps due to a lagging economy, and new rates will only result in greater income/event; later in the year once existing contracts are filled.

Gate Admissions: Expected to be under budgeted amount at year-end. Higher fees have resulted in lower attendance. Revenue will also be reduced by the \$145,000 for admissions associated with Renaissance Festival not occurring at Vizcaya this year.

DEPARTMENT DIRECTOR REVIEW

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.

Signature
Department Director

Date _____